



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PARK RANGER

Class No. 006332

■ CLASSIFICATION PURPOSE

To assist the visiting public in the use of County parks, forests, natural recreation, and historical areas; to perform park duties including administration, safety, rule enforcement, and maintenance; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Park Ranger class series is allocated to the Department of Parks and Recreation. This is the entry-level class in the Park Ranger series. This class series is responsible for providing professional and technical assistance to the public so that they may enjoy and safely use County parks, forests, natural recreation and historical areas. Park Rangers perform both routine non-professional park operations duties as well as professional and technical park operation and management duties. The Park Ranger class series is distinguished from the Park Maintenance class series in that the latter is responsible for performing structural and grounds maintenance/repair work for County parks and facilities.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Interprets the natural and historical features of the park to park visitors.
2. Answers questions asked by the public.
3. Explains park policies and regulations.
4. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.
5. Patrols the park to enforce rules and regulations, and to safeguard and preserve park facilities.
6. Enforces cleanliness and sanitation standards.
7. Walks through parks to look for areas needing maintenance or repair.
8. Conducts environmental inventories of parks to detect fire hazards, plant diseases, insect infestations, etc.
9. Initiates control measures to correct or control environmental hazards or conditions.
10. Maintains records of park activities and prepares reports.
11. Monitors park usage by the public to enhance enjoyment and enforce standards of safety, civility and cleanliness.
12. Accounts for fees collected and cash disbursed.
13. Prepares exhibits and publication materials.
14. Assists with the planning and assignment of work for auxiliary/temporary staff and volunteers in conducting area programs.

Non-Essential Functions:

1. Performs construction, maintenance, and repair work.
2. Inspects and performs sanitation work.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Public relations in a park/recreation environment.
- Principles of park and recreation facility management, operation, construction, restoration, utility repair, housekeeping, landscape maintenance, and equipment repair.
- Principles and practices involved in protecting and maintaining park natural areas.
- Principles, practices and methodology of developing and preparing historical and natural science interpretive programs, and exhibits.
- County customer service objectives and strategies.
- Park and recreation planning principles.
- Record keeping and report writing.
- Natural resource management.

Skills and Abilities to:

- Read, interpret, apply and enforce park rules and regulations, county ordinances, and state and federal laws related to the administration of park areas.
- Interpret and follow written and oral instruction.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Learn and apply techniques related to basic first aid and cardiopulmonary resuscitation (CPR).
- Plan, organize, direct and evaluate the work of others (i.e. temporary workers or volunteers).
- Perform basic arithmetic in collecting fees, making change, and accounting of fees.
- Conduct an environmental inventory and develop interpretive programs based on the inventory.
- Effectively use a wide variety of hand tools and certain power tools.
- Operate automotive and other mechanical equipment used in park operations and maintenance.
- Perform basic and intermediate maintenance on a variety of mechanical equipment used in the park.
- Establish and maintain effective working relations with those contacted during the course of work.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in parks and recreation management, natural resource management, cultural resource management, anthropology, history, biology, archaeology, public administration, business administration, recreation administration, or closely related field, OR
2. Sixty (60) semester units of college-level course work from an accredited college or university toward a four-year degree in one of the fields described above; AND, one (1) year of full-time, paid experience in the operation, maintenance, and protection of a park, forest, natural recreational or historical area, or recreational programs, OR
3. Two (2) years full-time, or equivalent, paid experience as described above. One (1) year full-time, or equivalent, volunteer experience may substitute for a maximum of one (1) year of full-time, or equivalent, paid experience, OR
4. Two (2) years full-time experience as a Park Maintenance Worker with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: extensive walking, climbing or hiking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, simple grasping with both hands, pushing and pulling, and reaching below shoulder level. Occasional: sitting, crawling, repetitive use of hands, including power grasping and fine manipulation, and reaching above shoulder level. Must be able to lift and carry up to 50 lbs., and occasionally 75 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Work requires the adherence to prescribed personal grooming standards and use of uniform work clothing. May be subject to work night, weekend, and holiday shifts. As a condition of employment in this classification, incumbents may be required to reside in a county-owned dwelling during duty periods. May be subject to driving cars, trucks, tractors, boats, and other equipment. May be subject to working around equipment and machinery, walking on uneven ground, and working at heights. May be subject to exposure to extremes in temperature, humidity or wetness, dust, gas, or fumes, and require the use of special visual or auditory protective equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: November 29, 1960
Retitled: July 28, 1967 (From: Park Warden I)
Retitled: June 27, 1968 (From: Park Ranger I)
Revised: October 4, 1999
Reviewed: Spring 2003
Revised: May 6, 2004
Revised: March 31, 2006
Revised: June 23, 2006